

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 8

EXERCISE SUPPORT

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	8000	8-5

SECTION 1: OPERATIONS DIVISION

EXERCISE SUPPORT	8100	8-7
REQUIREMENT IDENTIFICATION	8101	8-7
POINTS OF CONTACT	8102	8-9

SECTION 2: MOTOR TRANSPORT DIVISION

MISSION	8200	8-25
REQUEST FOR TRANSPORTATION	8201	8-25
CANCELLATION OF TRANSPORTATION REQUESTS. . .	8202	8-26
DISPATCHING "OFF BASE" TRIPS	8203	8-26
WRECKER SERVICE	8204	8-27
POINTS OF CONTACT	8205	8-27
HOURS OF OPERATION	8206	8-28

SECTION 3: TRAFFIC MANAGEMENT DIVISION

MISSION	8300	8-29
PASSENGER BRANCH	8301	8-29

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

	<u>PARAGRAPH</u>	<u>PAGE</u>
REQUEST FOR TRANSPORTATION	8302	8-29
CANCELLATION	8303	8-30
COST	8304	8-30
GENERAL	8305	8-30
REQUIREMENTS:	8306	8-30
ORDERS:	8307	8-31
WEAPONS:.	8308	8-31
SHIPMENT CONTROL BRANCH.	8309	8-31
HEAVY LIFT BRANCH	8310	8-32
SHIPMENTS BY RAIL	8311	8-32
SHIPMENTS BY TRUCK	8312	8-32
MHE:	8313	8-32
POINTS OF CONTACT:.	8314	8-33

SECTION 4: SUPPLY DIVISION

SUB-SECTION 1: DIRECT SUPPORT STOCK CONTROL (DSSC)

PURPOSE	8410	8-37
EXERCISE SUPPORT	8411	8-37
POINTS OF CONTACT	8412	8-37
HOURS OF OPERATION	8413	8-38

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

SUB-SECTION 2: BASE PROPERTY CONTROL

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	8420	8-39
BACKGROUND	8421	8-39

SECTION 5: CONTRACTING DIVISION

PURPOSE	8500	8-41
EXERCISE SUPPORT	8501	8-41
REQUIRMENT IDENTIFICATION.	8502	8-41
POINTS OF CONTACT	8503	8-41
HOURS OF OPERATION	8504	8-42

SECTION 6: FOOD SERVICE DIVISION

MISSION	8600	8-43
POINTS OF CONTACT	8601	8-43
HOURS OF OPERATION	8602	8-43
INFORMATION.	8603	8-43

SECTION 7: GENERAL

POINTS OF CONTACT,	8700	8-51
------------------------------	------	------

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

FIGURE

	<u>PAGE</u>
8-1 PLANNING OVERVIEW TIMELINE MATRIX	8-10
8-2 REQUEST FOR TEMPORARY LOAN.	8-20
8-3 EQUIPMENT SUPPORT	8-21
8-4 ORDER FOR WORK AND SERVICES	8-22
8-5 MILITARY INTERDEPARTMENTAL PURCHASE REQUEST	8-23
8-6 REQUEST FOR COMMERCIAL BUS SUPPORT.	8-34
8-7 REQUEST FOR COMMERICAL TRUCK SUPPORT.	8-35
8-8 SAMPLE FOOD SERVICE WORKSHEET FOR UNITS WHO REQUEST SUBSISTENCE AT CAMP LEJEUNE	8-45
8-9 FOOD SERVICE INFORMATION ON FOOD PROVIDED FROM PRIME VENDOR/OTHER LOCAL VENDORS	8-49
8-10 MOBILIZATION TIMELINE OF EVENTS	8-53

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 8

EXERCISE SUPPORT

8000. PURPOSE. The purpose of this Chapter is to promulgate policies, procedures, and guidance for the management and control of Exercise Support Logistics aboard Marine Corps Base, Camp Lejeune.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 8

EXERCISE SUPPORT

SECTION 1: OPERATIONS DIVISION

8100. EXERCISE SUPPORT. All units requiring logistical support from MCB participating in training/exercises in the Camp Lejeune area will obtain logistics support from the AC/S, Logistics. Initial notice of exercise or training support will be provided to the Operations Officer. The Operations Division will coordinate operational staff functions of the various divisions within the Logistics Department. Requests for obtaining support from the AC/S, Logistics will be submitted in writing to the Commanding General, MCB, Camp Lejeune (AC/S, Logistics). Figure 8-1 provides a detailed listing of goods/services normally required and the timeframe for identifying and submitting the written request for support.

8101. REQUIREMENT IDENTIFICATION

1. The following examples of the type of support available from the Logistics Department are:

a. Contracting Support. Detailed guidance for obtaining contract support is contained in paragraph 8500.

b. Food Services Support. Detailed information concerning type of support available is contained in paragraph 8600.

c. Direct Support Stock Control (Facilities maintenance materials, lumber administrative and housekeeping supplies and bulk petroleum from the Issue Points within DSSC). Paragraph 8411 provides additional information for obtaining DSSC support.

d. Base Property Control Support (Includes personnel support equipment, temporary loan of available property such as tables, chairs, etc.).

e. Traffic Management Support. Refer to paragraph 8300 for detailed information.

f. Motor Transport Support. Paragraph 8200 provides detailed information of the types of motor transport support available and how to obtain this support.

2. In addition to coordinating support for services listed above the Operations Division also coordinates support for matters relating to:

a. Ammunition and Explosives Safety (i.e., ammunition and temporary storage of ammunition).

b. Temporary loan of equipment. See figure 8-2 for detailed information required to effect temporary loans. Requests for temporary loan of equipment should be submitted 10 working days prior to the required date.

c. Equipment with equipment operator support. Refer to figure 8-3 for detailed information required to effect this type of support. Requests for equipment/equipment operator support should be submitted 10 working days prior to the required date.

3. The following information for matters relating to funding for requirements for goods and services obtained from the Assistant Chief of Staff, Logistics is provided:

a. Organizations requesting support will submit from their Organizational Comptroller to Marine Corps Base, Camp Lejeune Comptroller, a completed Order for Work and Services, NAVCOMPT Form 2275 (figure 8-4) or Military Interdepartmental Purchase Request (MIPR), DD Form 448 (figure 8-5) establishing requirements and providing appropriation data.

b. The Marine Corps Base, Comptroller will establish a Reimbursable Order Number and Reimbursable Bill Code for each tasking assigned to various organizations aboard the Base and provide copies of the Logistics FA's for their cognizant requested services.

c. A specific fund administrator (FA) within the department will be tasked to ensure reimbursable support is billed back to

the RON/RBC. The FA's are responsible for ensuring that the documents process in the system, are obligated and charges to the reimbursable.

d. The Logistics Department Budget Officer (FA 32) receives a completed requisition, DD Form 1348-6 for the item(s) required for the exercise. Personnel in the Budget Division monitor the obligations charged against the established reimbursable authorization. If obligations reach or exceed the authorization, the FA will inform the Base Comptroller to contact the exercise financial point of contact to increase the funding document.

e. At the conclusion of the exercise, charges are reconciled and 2275/MIPR is increased/decreased accordingly and closed out.

Note: An activity can cite their own appropriation on requisitions. Another alternative is for the unit to use its own Government credit card (IMPAC) after requirements have been coordinated with the Operations Division.

8102. POINTS OF CONTACT

<u>Branch</u>	<u>Building</u>	<u>Phone</u>	<u>FAX</u>
Operations Officer	1	451-2536	451-5388
Ammunition Safety Explosive Officer	914	451-3310	451-5388
Matl Mgmnt Officer	914	451-2535/2507	451-5388
Budget Officer	914	451-3896	451-5388

BASE LOGISTICS

PLANNING OVERVIEW TIMELINE MATRIX

Division	Logistics Requirements	Estimate of Supportability	Dept Assigned To:	Status/Remarks	Date
Operations Division		Conduct Initial Planning Conference			C-180
		Preliminary Estimate of Supportability			C-160
		Validate requirements			C-120
		MOU/ISA negotiated between USMC and other service			C-120
		Identify/source equipment shortfalls			C-100
		Request appropriation data			C-60
		Finalize all Garrison Support			C-60
		Coordination Meeting			C-60
		Coordinate weapons storage			C-60
		--Facilities			
		--Portable Pre-Fab Armory			
		Publish LOI	LANT		C-60
		Coordinate support requirements w/ Divisions			C-45
		Coordinate Temp Loan of T/E			C-30
		Coordinate Exercise Garrison Support			C-30
		Finalize deliberable planning			C-30
		Provide Liaison Officer			C-15
		Establish a Base Logistics Operations Center (LOC)			C-1

Figure 8-1.--Planning Overview Timeline Matrix

Division	Logistics Requirements	Estimate of Supportability	Dept Assigned To:	Status/Remarks	Date
	Budget Branch	Resolve funding transfer w/service			
		Finalize Commitment/Billing Procedures			
	Ammo Branch	Ammunition Requirements	ASP	DSN: 484-3812	C-90
			ESO	NON-DOD owned ammunition and explosives	C-90
		Ammunition Supply Point Users Guide	ASP	DSN: 484-3812	C-90
		Training Site for FASP	TSD	DSN: 484-5803	C-45
		Ammunition Transportation Plan	ESO		C-30
		Ammunition Storage at Ammunition Supply Point (ASP)	ASP	DOD owned ammunition and explosives	C-30
		Field Ammunition Supply Point (FASP)	ESO	Authorization is required in excess of seven days storage	C-7
	Safety Branch	Waste Disposal			
		Access to Grey Water Disposal			
Supply Division	Direct Support Stock Control Branch	Fuel Requirements			C-30
		--Point of Contact			C-30
		--Required Delivery Date (RDD)			C-30
		--Fuel Type			C-30
		--Bulk Fuel Source			C-30
		--Establish Credit Card Account			C-30
		--Authorized Shopper(s) memo			C-30

Figure 8-1.--Planning Overview Timeline Matrix--Continued

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

Division	Logistics Requirements	Estimate of Supportability	Dept Assigned To:	Status/Remarks	Date
		Shop Store Requirements			C-30
		--Point of Contact			C-30
		--Facilities Maintenance items			C-30
		--Hardware items			C-30
		--Construction items			C-30
		--Establish Credit Card Account			C-30
		--Authorized Shopper(s) memo			C-30
		SelfService Requirements			C-30
		--Point of Contact			C-30
		--Administrative Requirements			C-30
		--Cleaning Requirements			C-30
		--Housekeeping Requirements			C-30
		--Establish Credit Card Account			C-30
		--Authorized Shopper(s) memo			C-30
	Base Property Control Branch (BPCB)				
		PSE	MFL		
		--Beds/Cots		Used if avail/if new will require-	C-90
		--Office Furniture		Used if avail/if new will require-	C-90
		--Admin Furniture		Used if avail/if new will require-	C-90
		--Headquarters Furniture		Used if avail/if new will require-	C-90

Figure 8-1.--Planning Overview Timeline Matrix--Continued

Division	Logistics Requirements	Estimate of Supportability	Dept Assigned To:	Status/Remarks	Date
		--Joint Visitors Center Furniture		Used if avail//if new will require-	C-90
		--Folding chairs/tables		Temp Loans	C-90
Contract Division	Contract Support	Preliminary Estimate of Supportability	LOG		C-60
		Coordinate Contract Requirements	LOG		C-45
		Washdown at Port	LOG		C-30
		--APOE			C-30
		--APOD			C-30
		Portable Shower/sink units	LOG		C-45
		--POC w/ name and phone number			C-45
		--Size/qty required and inclusive dates			C-45
		--Coordinates w/ name of LZ			C-45
		--Map Overlay			C-45
		--Funding			C-45
		Gray Water Removal	LOG		C-45
		--POC w/ name and phone number			C-45
		--Size/qty required and inclusive dates			C-45
		--Number of cleanings/week			C-45
		--Coordinates w/ name of LZ			C-45
		--Map Overlay			C-45
		--Funding			C-45
		PortAJohns	LOG		C-45
		--POC w/ name and phone number			C-45

Figure 8-1.--Planning Overview Timeline Matrix--Continued

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

Division	Logistics Requirements	Estimate of Supportability	Dept Assigned To:	Status/Remarks	Date
		--Size/qty required and inclusive dates			C-45
		--Number of Cleanings/week			C-45
		--Coordinates w/ name of LZ			C-45
		--Map Overlay			C-45
		--Funding			C-45
		Refrigeration units	LOG		C-45
		--POC w/ name and phone number			C-45
		--Type and qty required			C-45
		--Coordinates w/ name of LZ			C-45
		--Funding			C-30
		Dumpsters	LOG		C-30
		--POC w/ name and phone number			C-30
		--Size/qty required and inclusive dates			C-30
		--Number of cleanings/week			C-30
		--Coordinates w/ name of LZ			C-30
		--Map Overlay			C-15
		--Funding			C-15
		Radios/Cell phones	LOG		C-15
		--POC w/ name and phone number			C-15
		--Type and qty required			C-15
		--CEO clearance/approval			C-15
		--Estimated amount of air time required			C-15
		--Funding			C-15
		Copiers	LOG		C-15

Figure 8-1.--Planning Overview Timeline Matrix--Continued

Division	Logistics Requirements	Estimate of Supportability	Dept Assigned To:	Status/Remarks	Date
		--POC w/ name and phone number			C-15
		--Type and qty required			C-15
		--DOD printing clearance/approval			C-15
		--Estimated amount of copies required			C-15
		--Funding			C-15
		ICE	LOG		C-15
		--POC w/ name and phone number			C-15
		--Type and qty required			C-15
		--Coordinates w/ name of LZ			C-15
		--Funding			C-15
		Vehicles	LOG		C-30
		--POC w/ name and phone number			C-30
		--Type and qty required			C-30
		--Delivery and pick-up information			C-30
		--Funding			C-30
Food Service	Subsistence Requirements	Provide garrison dining facilities for participating units		By Exception	C-180
		Preliminary Estimate of Supportability			C-45
		Location of Training Site			C-30
		Dates of Exercise			C-30
		Time of Delivery/Pickup of Food			C-30
		Unit's Availability of Vac Cans/Jugs			C-30
		Number of Personnel to Subsist			C-30

Figure 8-1.--Planning Overview Timeline Matrix--Continued

Division	Logistics Requirements	Estimate of Supportability	Dept Assigned To:	Status/Remarks	Date
		Breakdown of Meals (if subsisting in Mess Halls)			C-30
		Unit's Availability of Cooks to Augment CLNC mess halls			C-30
		Designate garrison mess hall to provide subsistence support			C-30
		Contracted civilian full food service/mess attendant personnel			C-30
		Type of Payment			C-30
		Coordination w/AC/S, COMPT (if necessary) for reimbursement			C-30
		Submission of Subsistence Requisitions			C-20
		Final Food Plan			C-7
		Final Cost/Funding Estimates			C+15
BMT	Passenger/Cargo				
		Lease Vehicles (Long-term > 60days)	MTO/HQ Approved	Unit Funded	C-60
		Rental Vehicles (Short-term < 59 days)	MTO/Control	Unit Funded	C-10
		VIP lease sedans to augment VIP Pool	MFL		As Required
	Bus/Cargo Support (Surge)				

Figure 8-1.--Planning Overview Timeline Matrix--Continued

Division	Logistics Requirements	Estimate of Supportability	Dept Assigned To:	Status/Remarks	Date
		Intra-Camp Lejeune passenger transportation		Scheduled; Required by MCO P11240.106A	As Required
		Finalize cost/funding estimates			
		Licensing support			C-30
		Transportation Request which requires Out-Of-State Permit			C-30
		Acquire Commercial Containers			C-30
		Request for RoadMaster support			C-10
		Coordination meeting with LMCC	LMCC		C-10
		Requirements on moving Tracked Vehicles on State Highways	MSC	Annual NC Permit	
		Special Permits for oversized equipment to move on state highways	MSC	Annual NC Permit	
Traffic	Heavy Lift Requirements	Truck Load Estimates			C-1
Management		Rail Load Estimates			C-1
Division					
		Crane Support			C-2
		RTCH Support			C-2
		Forklift Support Requirements			C-2
		Blocking/Bracing			C-2
		Switch Rail Cars			C-2
		Equipment Weighing			C-1
		Equipment Pick-up			C-1
		Training			C-3

Figure 8-1.--Planning Overview Timeline Matrix--Continued

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

Division	Logistics Requirements	Estimate of Supportability	Dept Assigned To:	Status/Remarks	Date
		Meeting with Units			C-2
		Inbound Planning Requirements			C-2
	Shipment Control Requirements:				
		Truck Load Request			C-45
		Rail Load request			C-45
		Ammo -Shipment Request			C-45
		Classified Shipment Request			C-45
		Appropriation Data			C-45
		Ordering Rail Cars			C-25
		HazMat Certifications			C-10
		Preparing Paperwork			C-3
		Planning			C-2
		Meeting with Units			C-2
		Booking of T/L Equipment			C-2
	Passenger Requirements:				
		Government Air (AMC)			C-30
		--Receive MSG-30 days out			C-30
		--POC			C-30
		--Receive Funding Sites			C-30
		--Roster			C-30
		--Reserve AMC			C-30

Figure 8-1.--Planning Overview Timeline Matrix--Continued

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

Division	Logistics Requirements	Estimate of Supportability	Dept Assigned To:	Status/Remarks	Date
		--Reserve Commercial Air to APOE			C-30
		--Issue Endorsement			C-30
		Commercial Air			C-30
		--Receive Msg			C-30
		--POC			C-30
		--Obtain bids from airlines			C-30
		--Award Bids			C-30
		--Coordinate airt/ground transportation			C-30
		--Request orders/Funding site			C-30
		--Receive Orders/rosters			C-5
		--Issue Tickets			C-5
		Charter Bus			C-30
		--Receive MSG			C-30
		--POC			C-30
		--Obtain appropriation/move data			C-30
		--Obtain bids			C-30
		--Award bids			C-30
		--Coordinate requirements/changes			C-30
		--If cancellation is required			C-1
		--Verify additional charges			C-1

Figure 8-1.--Planning Overview Timeline Matrix--Continued

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

4400
SECTION
DATE

From: [REQUESTING BATTALION]
To: Commanding General, Marine Corps (Base/Schools),
Camp Lejeune

Subj: REQUEST FOR TEMPORARY LOAN

Ref: (a) UM 4400.124
(b) Logistics SOP

1. The below listed equipment is requested to be temporarily loaned to the REQUESTING UNIT, Marine Corps (Base/Schools), Camp Lejeune. The equipment will be utilized to (Statement of what the equipment will be used for) in support of the (EVENT OR EXERCISE) from/on (DATES):

<u>TAMCN</u>	<u>NSN</u>	<u>NOMEN</u>	<u>SIZE</u>	<u>QTY</u>
--------------	------------	--------------	-------------	------------

2. Responsible Officer is [NAME] (UNIT), extensions (####).

3. Point of contact is [NAME] (UNIT), extensions (####).

T. LOAN
By direction

Figure 8-2.--Temporary Loan

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

4400
SECTION
DATE

From: REQUESTING ORGANIZATION
To: Commanding General, Marine Corps (Base/Schools), Camp
Lejeune

Subj: EQUIPMENT SUPPORT

Ref: (a) Logistics SOP

1. The below listed equipment is requested to be provided to the REQUESTING UNIT, Marine Corps (Base/Schools), Camp Lejeune. The equipment will be utilized to (Statement of what the equipment will be used for) in support of the EVENT/EXERCISE from/on DATES:

<u>TAMCN</u>	<u>NSN</u>	<u>NOMEN</u>	<u>QTY</u>	<u>W/OPERATOR</u> (YES/NO)
--------------	------------	--------------	------------	-------------------------------

2. The Responsible Officer is [NAME] (UNIT) extensions (####).

3. Point of contact is [NAME] (UNIT), extensions (####).

J. O. BENOTZ
By direction

Figure 8-3.--Equipment Support

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

ORDER FOR WORK AND SERVICES - NAVCOMPT FORM 2275 (2-81) S/N 0104-LF-702-2750

Page 1 of Pages

1. THIS ORDER MUST BE ACCEPTED ON A REIMBURSABLE BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE REVERSE SIDE.										2. DOCUMENT NUMBER	
3. REFERENCE NUMBER			4. FUNDS EXPIRE ON		5. WORK COMPLETION DATE			6. DATE PREPARED 4 Mar 98		7. AMENDMENT NO.	
8. FROM:								9. FOR DETAILS CONTACT:			
10. TO: UIC L								11. MAIL BILLINGS TO:			
12. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS											
A. ACRN	B. APPROPRIA- TION	C. SUB- HEAD	D. OBJ. CLASS	E. BU. CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT	
L. TOTAL THIS DOCUMENT											
M. CUMULATIVE TOTAL											
13. THIS ORDER IS ISSUED AS A <input type="checkbox"/> PROJECT OFFICER <input type="checkbox"/> AN ECONOMY ACT ORDER AND IS TO BE ACCOMPLISHED ON A <input type="checkbox"/> FIXED PRICE <input type="checkbox"/> COST REIMBURSEMENT BASIS. WHEN THE FIRST BLOCK IS CHECKED, THIS ORDER IS PLACED IN ACCORDANCE WITH THE PROVISIONS OF 41 U.S. CODE 23 AND DOD DIRECTIVE 7220.1. THE FOLLOWING SUPPLEMENTARY ITEMS ON REVERSE ALSO APPLY AND ARE AN INTEGRAL PART OF THIS ORDER:											
14. DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS											
15. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR THE WORK OR SERVICES REQUESTED.				AUTHORIZING OFFICIAL (NAME, TITLE AND SIGNATURE)						DATE	
16. THIS ORDER IS ACCEPTED AND THE WORK OR SERVICES WILL BE PROVIDED IN ACCORDANCE HEREWITH.				ACCEPTING OFFICIAL (NAME, TITLE AND SIGNATURE)						DATE	

Figure 8-4.--Order for Work and Services

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST					1. PAGE 1 OF 1 PAGES	
2. FSC		3. CONTROL SYMBOL NO.		4. DATE PREPARED		5. MIPR NUMBER
7. TO:				8. FROM: (Agency, name, telephone number of originator)		
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.						
ITEM NO. <i>a</i>	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc.) <i>b</i>	QUANTITY <i>c</i>	UNIT <i>d</i>	ESTIMATED UNIT PRICE <i>e</i>	ESTIMATED TOTAL PRICE <i>f</i>	
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.						11. GRAND TOTAL
12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)				13. MAIL INVOICES TO (Payment will be made by)		
				PAY OFFICE DODAAD		
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.						
ACRN	APPROPRIATION	LIMIT/ SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAD	AMOUNT	
15. AUTHORIZING OFFICER (Type name and title)			16. SIGNATURE		17. DATE	

DD FORM 448, JUN 72 (EF)

PREVIOUS EDITION IS OBSOLETE.

Figure 8-5.--Military Interdepartmental Purchase Request

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 8

EXERCISE SUPPORT

SECTION 2: BASE MOTOR TRANSPORT

8200. MISSION. The mission of Base Motor Transport (BMT), Marine Corps Base, Camp Lejeune, North Carolina (MCB, CamLej, NC), is to provide efficient, economical, and safe motor vehicle services to MCB, Marine Corps Air Station (MCAS) units, U.S. Marine Force, Atlantic (MARFORLANT) units and other activities as may be assigned utilizing the minimum number of vehicles and personnel to meet essential transportation support within the Camp Lejeune/New River Complex.

8201. REQUESTS FOR TRANSPORTATION

1. VIP Transportation Request

a. Requests for VIP transportation services will be made through the requesting unit's or host command's G-4 and forwarded to the BMTD via Base Protocol. Requests will be in writing and must be submitted at least 48 hours in advance. Should an impromptu visit occur, requests may be made, via telephone, to Base Protocol, 451-2523/2528.

b. Requests must include points of contact, date and time vehicle is to report, to whom, and where vehicle is to report, destination of the vehicle, number and status of personnel to be transported, and any special requirements/instructions.

c. BMT will provide equipment quantities and type based on information contained in the request, as approved by Base Protocol; however, vehicle operators are to be provided by the requester, if possible.

2. Routine Transportation Request. Requests for transportation services within the confines of MCB, CamLej, NC, will be submitted to the BMTD, via appropriate chain of command, at least two working days in advance. Requests for transportation services within the confines of MCAS, New River will be submitted to the MCAS, MT Section, Bldg AS119. MCBCL Form 4600/4,

Transportation Request, will be utilized when requesting transportation, to include the following information:

- a. Number of personnel and/or amount and type of cargo to be transported:
- b. Date and time vehicle is to report:
- c. To whom and where the vehicle is to report:
- d. Destination of vehicle:
- e. Whether or not operator is requested:
- f. Date and time vehicle is to return:

3. Transportation for Movement of Personnel and/or Cargo:

During working hours - call 451-2806

After 1630 (MT Dispatcher) - call 451-1639

8202. CANCELLATION OF TRANSPORTATION REQUESTS. When it becomes necessary to cancel a transportation request, such cancellation will be made at the earliest possible time, via the appropriate chain of command, by telephone to the BMT Operations Branch (telephone 451-3537/3585).

8203. DISPATCHING "OFF-BASE" TRIPS

1. Request for utilizing administrative-use vehicles outside the MCB, CamLej, and MCAS, New River area will be submitted at least two working days prior to the desired departure date to the CG, MCB, CamLej, (Attn: BMT0), via appropriate chain of command, for approval. All requests for transportation must be mission essential related. The permissible operating distance (POD) is 250 miles in a westerly direction (Fort Bragg, NC), 250 miles northerly (Norfolk, VA), and 250 miles southerly (Charleston, SC).

2. Vehicles being dispatched outside the confines of MCB, CamLej, complex will be properly dispatched and will have stamped across the face of the Trip Ticket (DD Form 1970), "Authorized

for Use Off Station." Under no circumstances will such authorization on the DD Form 1970 be considered as authority for removal of government property other than the dispatched vehicle from MCB, CamLej, NC.

8204. WRECKER SERVICE

1. GME wrecker service can be obtained, during normal working hours (0800-1630, Monday through Friday), by calling 451-5167 (mainline) or 450-6705 (MCAS). After working hours, weekends and holidays, wrecker service can be obtained by calling 451-3537/3585. Wrecker service requests are to be screened by the BMT Maintenance Shop, during normal working hours, in order to use the Road Service Mechanic when practicable.

2. GME wreckers, when requested by MCB or MCAS PMO, will back up or assist as necessary to move military vehicles which are involved in accidents in order to minimize or prevent injury or damage to personnel and property and to eliminate traffic hazards.

3. GME wreckers, when requested by MCB or MCAS PMO, will be immediately dispatched to move privately owned vehicles which are to be impounded or retained by the Provost Marshal.

8205. POINTS OF CONTACT:

	<u>Building</u>	<u>Phone</u>	<u>FAX</u>
Motor Transport Officer	1502	451-5608	451-3437
Operations Director	1407	451-2803	"
Licensing Section	1502	451-5273	"
Motor Transport Chief	1502	451-5608	"
Dispatcher	1407	451-1639	"
Bus Section	1407	451-3585	"
Maintenance Director	1502	451-5273	"
Maintenance Shop	1502	451-5273	"
Inspection Station	1504	451-3116	"
Tire Shop	1504	451-2107	"
Wrecker Section	1502	451-5273	"
Wrecker Section after hours	1407	451-3585	"

8206

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

8206. HOURS OF OPERATION:

Administrative Branch: 0730-1230 and 1230-1700, Monday-Friday.
Operations Branch: Dispatch 24 hours daily.

STANDING OPERATING PROCURES FOR BASE LOGISTICS

CHAPTER 8

EXERCISE SUPPORT

SECTION 3: TRAFFIC MANAGEMENT DIVISION

8300. The Traffic Management Division is responsible for providing the acquisition of all commercial transportation necessary for the effective support of units training within the Camp Lejeune complex. Support is provided via the following three branches:

Commercial Bus/Passenger Support	- Passenger Transportation Office, Bldg 233
Commercial Truck Support	- Shipment Control Branch Bldg 1011
Heavy Lift, Outsized Cargo, ISO Container Support, Material Handling Support	- Heavy Lift Branch, Lot 201

8301. The Passenger Branch is responsible for arranging charter bus transportation for commands within the U.S. Marine Corps Forces, Atlantic, i.e., 2d Marine Division; 2d Force Service Support Group; and elements of the 2d Marine Aircraft Wing. Passenger Branch also provides commercial bus transportation for other military units within the Camp Lejeune area. The majority of these requests are forwarded to the Passenger Branch via the Logistics Movement Control Center (LMCC), 2d FSSG.

8302. REQUEST FOR TRANSPORTATION: Requests not routed via LMCC should be forwarded to Passenger Branch and include the following information: (See figure 8-6)

1. Number of buses;
2. Number of passengers;
3. Movement date and time;

8303 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

4. Report to point (optional);
5. Pick-up point;
6. Destination and physical address;
7. Point of contact and phone number;
8. Special requirements; e.g., passengers will carry weapons and alic packs; VCR required; air condition required;
9. Appropriation data and standard document number;
10. Name of operation (if applicable).

8303. CANCELLATIONS: Any cancellations should be called in to Passenger Branch immediately. Normally there is a charge for any buses not canceled within 24 hours of departure from the equipment point.

8304. COST: Passenger Branch obtains a minimum of three bids, if circumstances permit. The move is awarded to the carrier with the lowest bid that can meet the mission requirements. Cost estimates will be forwarded to the unit once the move is awarded.

8305. GENERAL: Any groups requiring commercial airlift should be forwarded to the Passenger Branch. Passengers will obtain bids from the airlines via the Commercial Travel Office or Military Traffic Management Command for all group moves in excess of 10 passengers. Normally these bids come back at a cost considerably less than the normal government fare.

8306. REQUIREMENTS: Units must forward a list of names to Passenger Branch before bids can be obtained. Once the move has been awarded to an airline, Passenger Branch will notify the unit of the cost and airline reservations. In order to get the less costly fare for the group move, most airlines require the tickets be issued at least five days prior to departure. Travel orders must be in the Passenger Office five days prior to departure.

8307. ORDERS: A copy of the travel orders must be in the Passenger Office at the time the tickets are issued. Most airlines give a reduced fare for large groups, especially when booked at least five days prior to departure.

8308. WEAPONS: Commands must let the Passenger Branch know if weapons will be transported so that airlines can be notified.

8309. SHIPMENT CONTROL BRANCH: Responsible for all administrative support, documentation, and securing transportation for the movement of cargo via all modes; (truck, rail, air), at the most advantageous cost for the Camp Lejeune complex.

1. Shipment Control receives shipment requests from Logistics Movement Control Center; (2d FSSG), and Division Embarkation Officer (2d MarDiv) for all exercises.

2. The following information is required on all requests received for movement: (See figure 8-7)

a. Type of cargo, including list of materials being moved with the dimensions, weight and cube.

b. Date and time cargo will be ready for loading.

c. Location where cargo is to be picked up from.

d. Destination.

e. Date and time cargo is required to be at destination.

f. A point of contact at both origin and destination with a commercial phone number.

g. Appropriation data.

3. The Shipment Control Branch will provide to the requester, the most economical transportation possible that will meet the requirements of the shipment request.

8310 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

8310. HEAVY LIFT BRANCH: Responsible for providing direct support and technical assistance in shipping and receiving of all heavy equipment. Provides blocking and bracing to ensure all loads are secure for shipment via commercial modes, (rail, truck).

8311. SHIPMENTS BY RAIL:

1. Determine the type of railcars to be used by commodity of cargo to be shipped, to include tie down chains in the case of vehicles.
2. Provides liaison between the military and railroad as to what DoD requires, and what the railroad will accept.
3. Operates train to move and replace railcars for multi-loads.
4. Operates RATCH to set 20 foot and 40 foot containers on railcars.
5. Provides knowledge for loading/unloading of railcars at ports for various military missions.

8312. SHIPMENTS BY TRUCK:

1. Ensure that the cargo being shipped is prepared correctly.
2. Make sure that the inspection data form for all vehicles being shipped is current.
3. Ensures that vehicles being loaded at the ports are broken down to shipping dimensions.
4. Load trucks as to maximize the number of vehicles that may be safely loaded and transported.

8313. MHE available for both shipping and receiving unit exercise cargo:

1. Locomotive.
2. RATCH.
3. Crane.

4. Fifty thousand lb Forklift.
5. Fifteen thousand lb Forklift.
6. Ten thousand lb Forklift.
7. Six thousand lb Forklift.
8. Four thousand lb Forklift.

8314. POINTS OF CONTACT:

	<u>Building</u>	<u>Phone</u>	<u>FAX</u>
1. Traffic Management Officer	1011	451-2501	451-2986
2. Traffic Manager	1011	451-2501	451-2986
3. Traffic Chief	1011	451-2501	451-2986
4. Passenger Supervisor	233	451-1971	451-2510
5. Shipment Control Supervisor	1011	451-2542	451-5635
6. Heavy Lift Supervisor	Lot 201	451-3551	451-2378

STANDING OPERATING PORCEDURES FOR BASE LOGISTICS

UNIT HEADING

Date

From: Requesting Unit
To: Traffic Management Officer, AC/S, Logistics, Marine Corps
Base, Camp Lejeune

Subj: REQUEST FOR COMMERCIAL BUS SUPPORT

1. Transportation Requests for commercial Bus Transportation shall include the following:

- a. Number of passengers.
- b. Date/time of pickup.
- c. Report to (if different than actual pick-up).
- d. Pick-up point.
- e. Destination.
- f. Point of contact and phone number.
- g. Baggage requirements (e.g. seabags, alice packs, weapons).
- h. Remarks.
- i. Request number and name of operation.
- j. Appropriation data (this must be complete).

2. Commercial air orders for emergency leave/travel must be signed and approved by the responsible unit and must contain the following:

- a. Full name of traveler.
- b. Appropriation data (this must be complete).

RO Signature

Figure 8-6.--Request for Commercial Bus Support

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

UNIT HEADING

Date

From: Requesting Unit
To: Traffic Management Officer, AC/S, Logistics, Marine Corps
Base, Camp Lejeune

Subj: REQUEST FOR COMMERCIAL TRUCK SUPPORT

1. Transportation requests for commercial trucks shall include the following:

- a. Cargo
- b. Date/time
- c. Pick-up point
- e. Destination
- f. Required delivery date/time
- g. Point of contact
- h. Phone number
- i. Remarks
- j. Request number and name of operation
- k. Appropriation data (this must be complete)

RO Signature

Figure 8-7.--Request for Commercial Truck Support

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 8

EXERCISE SUPPORT

SECTION 4: SUPPLY DIVISION

SUB-SECTION 1: DIRECT SUPPORT STOCK CONTROL (DSSC) EXERCISE SUPPORT

8410. PURPOSE: To provide instructions in obtaining facilities maintenance materials, general administrative, and housekeeping support for training and exercise operations at Camp Lejeune.

8411. EXERCISE SUPPORT: Training and exercise participants in the Camp Lejeune area, can obtain facilities maintenance materials, lumber, administrative and housekeeping supplies and bulk petroleum from the Issue Points at DSSC. Initial notice of exercise or training support requirements should be provided to the Operations Division in accordance with guidance in Section 1. A DSSC credit card will be issued for Exercise or Training units to use to obtain supplies from the Issue Points. Units should provide, in advance, a memo stating RUC, appropriation data, personnel authorized to shop, and any known requirements for items in large quantities, or items with long leadtimes. Contact the Self-Service Center, (451-2306), for additional information on obtaining a credit card.

8412. POINTS OF CONTACT:

<u>Branch</u>	<u>Building</u>	<u>Phone</u>	<u>Fax</u>
OIC	1108	451-5762	451-5301
AOIC	1108	451-5762	451-5301
DSSC Chief	1108	451-5762	451-5301
Self-Service Supervisor	1606	451-2207	451-5414
Customer Service, Self Service	1606	451-1667	
Shop Stores Supervisor	1301	451-3684	
Main Issue Point (MLV65)	1301	451-1975	
Tire Shop (MLV65)	1503	451-3494	
MCAS (MLV73)	AS124	451-6529	
LOT 201 (Bulk Issue Lumber,	LOT201	451-1625	
Main Fuel Farm (MLV20)	1070	451-5186	451-1460

8413 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

8413. HOURS OF OPERATION. Issue Points and Administrative
Offices: 0730-1200 and 1230-1700, Monday-Thursday; Friday,
0730-1600.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

SUB-SECTION 2: BASE PROPERTY CONTROL

8420. PURPOSE. To provide instructions regarding the deployment or field use of garrison property.

8421. BACKGROUND. The Commandant of the Marine Corps approved a model installation program proposal, submitted by Camp Lejeune, for Marine Corps wide application giving the Base Commander the authority to approve requests to remove, transport and use away from the confines of the Base, garrison property used in the field to support local training exercises. The authority stipulates that requests exceeding five months are not authorized.

1. Requests regarding deployment or field use of garrison property will be submitted via chain of command to this Headquarters (AC/S, Logistics) for consideration.
2. Requests must contain complete justification as to why Base Property items are required in lieu of T/E assets. The request must also enumerate precisely what items of property are required, its classification (garrison, minor, or plant property), the location of the training exercise and the duration/dates of the requirement.
3. Requests containing major command endorsement must be received not less than 10 working days prior to scheduled use or staging.
4. Upon approval, the requesting unit will be notified by letter with a copy sent to the Base Property Control Officer for retention during the authorized period. Disapproved requests will be returned to the unit with appropriate explanation.
5. Requests which exceed the parameters established by CMC concurred with locally will be forwarded to Headquarters Marine Corps via Naval message for final determination.
6. Upon return from the training exercise, Garrison Property Responsible Officers will ensure the return of all property and assess its serviceability. Unserviceable and/or lost equipment will be reported to the Organic Supply Officer for replacement utilizing the organization's O&MMC funds. GPRO's will turn in

funded replacement requisitions to the Base Property Control Officer within 30 calendar days of return from field/deployment use. The replacement of property determined unserviceable/lost due to field/deployment use is required regardless of whether or not the using unit desires replacement. In those cases where the unit does not desire/require replacement, the requisitioned property will be posted to the inventory of the appropriate property manager upon receipt. Disposition of unserviceable assets will be per current directives.

7. Commanders are urged to monitor subordinate organization/units employment of Base Property for field/deployment use as a potential indicator of problematic conditions within their supply/maintenance communities and/or inadequate Tables of Equipment. To preclude use of Base Property in lieu of T/E assets becoming a routine matter, this Headquarters (AC/S, Logistics) will monitor usage. Recurring requests from the same organization/unit will not generally receive favorable consideration.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 8

EXERCISE SUPPORT

SECTION 5: CONTRACTING DIVISION

8500. PURPOSE. To provide instructions in obtaining contracting support for training and exercise operations at Camp Lejeune.

8501. EXERCISE SUPPORT. Training and exercise participants in the Camp Lejeune area can obtain contracting support from the MCB Contracting Division. This support can provide for known, or unforeseen requirements. Requirements can be submitted directly to the Contracting Division or through the Logistics' Operations Division utilizing a reimbursable concept. Initial notice of exercise or training support requirements should be provided at the earliest date possible. Units should provide, in advance, a memo stating RUC, appropriation data, and personnel authorized to submit requirements to both the Contracting Division and the Operations Division.

8502. REQUIREMENT IDENTIFICATION. The following are examples of the type of support the Contracting Division is capable of providing:

Hotel Accommodations
Translation Services
IT Support; Copiers,
Cell Phones, Computers,
Fax Machines
Exercise Mementos
Port-a-Johns
Rental Vehicles
Meals
Ice

8503. POINTS OF CONTACT:

<u>Branch</u>	<u>Building</u>	<u>Phone</u>	<u>Fax</u>
OIC	1116	451-5520	451-2193
A/OIC	1116	451-5520	451-2193
Supplies	1116	451-3016	451-2331
Services	1116	451-3094	451-2332
Laundry	1116	451-2129	451-2332

8504

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

8504. HOURS OF OPERATION. Contracting Office: 0715-1645,
Monday-Friday. Weekend, or special, hours can be arranged given
proper advanced notice.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 8

EXERCISE SUPPORT

SECTION 6: BASE FOOD SERVICE DIVISION

8600. MISSION: To administer the Consolidated Food Service System aboard Camp Lejeune for tenant organizations' messing facilities and coordinating messing support for visiting units.

8601. POINTS OF CONTACT:

<u>TITLE</u>	<u>BUILDING</u>	<u>PHONE NO.</u>	<u>FAX NO.</u>
Food Service Officer	914	451-1567	451-3101
Deputy Food Service Officer	914	451-1567	451-3101
Food Service Ops Officer	914	451-2851	451-3101
Food Service Technician	914	451-2851	451-3101
Food Service Ops Chief	914	451-2851	451-3101
Food Service Subsistence Supervisor	1108	451-3076	451-2101

8602. HOURS OF OPERATION:

Administrative Branch: 0730-1130 and 1300-1630 Monday - Friday

8603. INFORMATION: Units/organizations who plan to conduct exercises or visit Camp Lejeune and request subsistence should complete figure 8-8 of this Manual and provide to one of the points of contact above. If the unit/organization is requesting food to be delivered by the subsistence prime vendor/other local subsistence vendors, figure 8-9 provides additional information.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

FOOD SERVICE WORKSHEET
FOR
UNITS WHO REQUEST SUBSISTENCE AT CAMP LEJEUNE

1. NAME OF UNIT: _____

2. BASE/CITY UNIT IS COMING FROM: _____

3. DATES OF EXERCISE: _____
4. TYPE OF SUPPORT REQUIRED: (PLEASE CIRCLE APPROPRIATE TYPE(S))
 - A. REQUEST "A" RATION SUPPORT
 - FOOD TO BE DELIVERED BY PRIME VENDOR TO HARD PAVED SURFACE NEAREST TO TRAINING SITE.
 - APPROPRIATION DATA/MIPR MUST BE PROVIDED TO CAMP LEJEUNE COMPTROLLER'S OFFICE FOR REIMBURSEMENT FOR SUBSISTENCE. (FIGURE 8-_____ OF B0 P4400.5F CONTAINS SPECIFIC INSTRUCTIONS.)
 - B. SUBSIST IN MESS HALL
 - UNIT WILL PROVIDE IN PARAGRAPH 10 BELOW, OR ON A SEPARATE SHEET, THE NUMBER OF PERSONEL TO BE SUBSISTED AT EACH MEAL, AND THE ESTIMATED TIME REQUESTED TO ATTEND EACH MEAL.
 - C. REQUEST FOOD IN VACUUM (MIRAMITE) CANS FROM MESS HALL
 - (1) UNIT REQUIRED TO PROVIDE OWN VACUUM (MIRAMITE) CANS
 - (2) UNIT WILL PROVIDE PICKUP TIME TO MESSHALL
 - (3) UNIT WILL PROVIDE ALPHA ROSTER AND BLOCK SIGN FOR ALL PERSONNEL TO BE SUBSISTED IN THE UNIT.
 - D. REQUEST BOX LUNCHES FROM MESS HALL

Figure 8-8.--Sample Food Service Worksheet for Units
who request Subsistence at Camp Lejeune

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

- (1) UNIT WILL PROVIDE PICKUP TIME TO MESS HALL.
- (2) UNIT WILL PROVIDE ALPHA ROSTER AND BLOCK SIGN FOR ALL PERSONNEL TO BE PROVIDED BOX LUNCHESES.
 - E. REQUEST RAW FOOD FROM A MESS HALL (SMALL UNITS ONLY)
 - (1) MESS HALL WILL ORDER FOOD AND ISSUE TO UNIT.
 - (2) UNIT WILL PROVIDE ALPHA ROSTER, AND BLOCK SIGN FOR ALL PERSONNEL TO BE SUBSISTED IN THE UNIT.
 - (3) FOOD THEN BELONGS TO THE UNIT FOR THEIR ACCOUNTING.
5. NUMBER OF PERSONNEL TO BE SUPPORTED: _____
6. AREA WHERE BILLETED (TO DETERMINE MESS HALL TO PROVIDE SUPPORT:

7. MESS HALL/COMMAND REQUESTED TO SUBSIST PERSONNEL, IF KNOWN:

8. NUMBER OF HOT MEALS PER DAY TO BE PROVIDED BY MESS HALL: _____
9. COOK SUPPORT -- NUMBER OF COOKS WHICH CAN BE PROVIDED TO ASSIST IN FOOD PREPARATION AT THE MESS HALL (REQUEST 1 COOK PER 50 PERSONNEL SUBSISTED)

NUMBER OF COOKS WHICH CAN BE PROVIDED: _____
10. BREAKDOWN OF MEALS REQUESTED:
 - A. TIMES REQUESTED TO SUBSIST: (MEAL HOURS AT MESS HALLS VARY AND MAY BE OBTAINED FROM THE POINTS OF CONTACT AT THE BASE FOOD SERVICE OFFICE.)

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

BREAKFAST: _____
 LUNCH: _____
 DINNER: _____
 BREAKFAST/BRUNCH: _____
 DINNER/BRUNCH: _____

- B. PLEASE PROVIDE THE NUMBER OF PERSONNEL TO BE SUBSISTED FROM A CAMP LEJEUNE MESS HALL BY MEAL. IF THE UNIT IS PURCHASING "A" RATIONS DIRECTLY FROM THE BASE FOOD SERVICE SUBSISTENCE OFFICE , THIS INFORMATION IS NOT REQUIRED. IF ADDITIONAL SPACES ARE REQUIRED, PLEASE ATTACH THE BREAKDOWN ON A SEPARATE SHEET.

DATE	BREAKFAST	LUNCH	DINNER	B/BRUNCH	D/BRUNCH

11. MEAL CARD/CASH MEAL PAYMENT STATUS: (PLEASE CHECK APPROPRIATE BLOCK(S)) (NOT APPLICABLE WHEN UNIT IS PURCHASING "A" RATIONS FROM BASE FOOD SERVICE SUBSISTENCE OFFICE AND PREPARING OWN MEALS.)

ALL PERSONNEL ON MEAL CARDS AUTHORIZED SUBSISTENCE AT GOVERNMENT EXPENSE _____

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

SOME PERSONNEL ON MEAL CARDS AND SOME WILL PAY FOR MEALS

PERSONNEL HAVE NO MEAL CARDS BUT ARE AUTHORIZED TO SUBSIST
AT GOVERNMENT EXPENSE (EXPLAIN BRIEFLY:) _____

12. POINTS OF CONTACT: (PLEASE PROVIDE DSN NUMBER WHEN
AVAILABLE)

NAME	TITLE	*PHONE NUMBER	*FAX NUMBER

Figure 8-8.--Sample Food Service Worksheet for Units
who request Subsistence at Camp Lejeune--
Continued

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

FOOD SERVICE INFORMATION
ON
FOOD PROVIDED FROM PRIME VENDOR/OTHER LOCAL VENDORS

1. ACCOUNTING/APPROPRIATION DATA: The unit should provide accounting/appropriation data to the Marine Corps Base, Camp Lejeune Comptroller's Office for reimbursement for subsistence purchased from the Camp Lejeune prime vendor and associated local vendors.

COMPTROLLER POINT OF CONTACT:

Reimbursable Budget Analysis, 451-3023

2. METHOD TO USE TO DETERMINE ESTIMATED COST OF THE EXERCISE:

MULTIPLY TOTAL NUMBER PERSONNEL _____

TIMES CURRENT LEJEUNE BDFA: \$ _____

EQUAL TOTAL COST FOR THREE
MEALS "A" RATIONS PER DAY \$ _____ ***

NOTE: IF SERVING 2 HOTS (BREAKFAST AND
DINNER NORMALLY) OF "A" RATIONS
AND ONE POR (MRE, T-RATION, ETC.)
MULTIPLY BY 60% (20% FOR BREAKFAST
AND 40% FOR LUNCH)

X 60%

EQUALS TOTAL COST FOR TWO MEALS "A" RATIONS
PER DAY \$ _____ ###

MULTIPLY BY NUMBER OF DAYS IN EXERCISE BY
EITHER *** OR ### ABOVE X _____ (#DAYS)

EQUALS TOTAL EST. COST FOR SUBSISTENCE FOR
EXERCISES \$ _____

3. COORDINATION WITH BASE FOOD SERVICE OFFICE: Coordinate with the following personnel for requisition and delivery of food:

Figure 8-9.--Food Service Information on Food
Provided From Prime Vendor/Other
Local Vendors

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

<u>Title</u>	<u>Phone No.</u>
Base Food Service Operations Chief or Deputy Food Service Officer	451-1567/2851
Base Food Service Subsistence Supervisor	451-3076/3134

a. A printout of all subsistence items available in the prime vendor catalog (SPVI printout) will be provided to the unit.

b. The unit can then write their requested quantities of items on the SPVI printout.

c. The Base Food Service Subsistence Supervisor will then coordinate with the prime vendor and other vendors (bread, milk, ice cream) to deliver the food to a hard surface road nearest to the field site. Close direct coordination with the Base Food Service Subsistence Officer on this delivery is very important.

d. Request that a representative from the unit continue liaison with the Base Food Service Subsistence Supervisor until the exercise is completed to ensure they are billed correctly, food is delivered appropriately, etc.

Figure 8-9.--Food Service Information on Food
Provided From Prime Vendor/Other
Local Vendors--Continued

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

CHAPTER 8

EXERCISE SUPPORT

SECTION 7: GENERAL

8700. POINTS OF CONTACT

<u>BASE LOGISITICS</u>	<u>Building</u>	<u>Phone</u>	<u>Fax</u>
Assistant Chief of Staff	1	451-2536	451-5388
Deputy Assistant Chief of Staff	1	451-2536	451-5388
Logistics Chief	1	451-2536	451-5388
<u>OPERATIONS DIVISION</u>	<u>Building</u>	<u>Phone</u>	<u>Fax</u>
Operations Officer	1	451-2536	451-5388
Operations Chief	1	451-2536	451-5388
<u>AMMO Branch</u>	<u>Building</u>	<u>Phone</u>	<u>Fax</u>
Ammo OIC	914	451-2535	451-5388
Ammo SNCOIC	914	451-2535	451-5388
<u>BUDGET Branch</u>	<u>Building</u>	<u>Phone</u>	<u>Fax</u>
Budget Officer	914	451-3896	451-5388
Budget Analyst	914	451-3896	451-5388
<u>Contract Division</u>	<u>Building</u>	<u>Phone</u>	<u>Fax</u>
Contracting Officer	1116	451-5520	451-2193
A/OIC	1116	451-5520	451-2193
Supplies	1116	451-3016	451-2331
Services	1116	451-3094	451-2332
Laundry	1116	451-2129	451-2332
<u>SUPPLY DIVISION</u>	<u>Building</u>	<u>Phone</u>	<u>Fax</u>
OIC	1108	451-5762	451-5301
AOIC	1108	451-5762	451-5301
DSSC Chief	1108	451-5762	451-5301
Self-Service Supervisor	1606	451-2207	451-5414
Customer Service, Self Service	1606	451-1667	
Shop Stores Supervisor	1301	451-3684	
Main Issue Point (MLV65)	1301	451-1975	
Tire Shop (MLV65)	1503	451-3494	
MCAS (MLV73) AS	124	451-6529	
LOT 201 (Bulk Issue Lumber)	201	451-1625	
Main Fuel Farm (MLV20)	1070	451-5186	451-1460

8700 STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

<u>PROPERTY CONTROL BRANCH</u>	<u>Building</u>	<u>Phone</u>	<u>Fax</u>
Property Control Officer	1212	451-5513	451-5180
Property Control Chief	1212	451-5513	451-5180
Accounting Supervisor	1212	451-3062	451-5180
Customer Service	1212	451-3061	451-5180
Service Contracts	1212	451-5513	451-5180
Warehouse Supervisor	1212	451-3890	451-5180

<u>FOOD SERVICE DIVISION</u>	<u>Building</u>	<u>Phone</u>	<u>Fax</u>
Food Service Officer	914	451-1567	451-3101
Deputy Food Service Officer	914	451-1567	451-3101
Food Service Ops Officer	914	451-2851	451-3101
Food Service Technician	914	451-2851	451-3101
Food Service Ops Chief	914	451-2851	451-3101
Food Service Supervisor	1108	451-3076	451-2101

<u>MOTOR TRANSPORT DIVISION</u>	<u>Building</u>	<u>Phone</u>	<u>Fax</u>
Motor Transport Officer	1502	451-5608	451-3437
Operations Director	1407	451-2803	"
Licensing Section	1502	451-5273	"
Motor Transport Chief	1502	451-5608	"
Dispatcher	1407	451-1639	"
Bus Section	1407	451-3585	"
Maintenance Director	1502	451-5273	"
Maintenance Shop	1502	451-5273	"
Inspection Station	1504	451-3116	"
Tire Shop	1504	451-2107	"
Wrecker Section	1502	451-5273	"
Wrecker Section after hours	1407	451-3585	"

<u>TRAFFIC MANAGEMENT DIVISION</u>	<u>Building</u>	<u>Phone</u>	<u>Fax</u>
Traffic Management Officer	1011	451-2501	451-2986
Traffic Manager	1011	451-2501	451-2986
Traffic Chief	1011	451-2501	451-2986
Passenger Supervisor	233	451-1971	451-2510
Shipment Control Supervisor	1011	451-2542	451-5635
Heavy Lift Supervisor	Lot 201	451-3551	451-2378

TIME LINE OF EVENTS

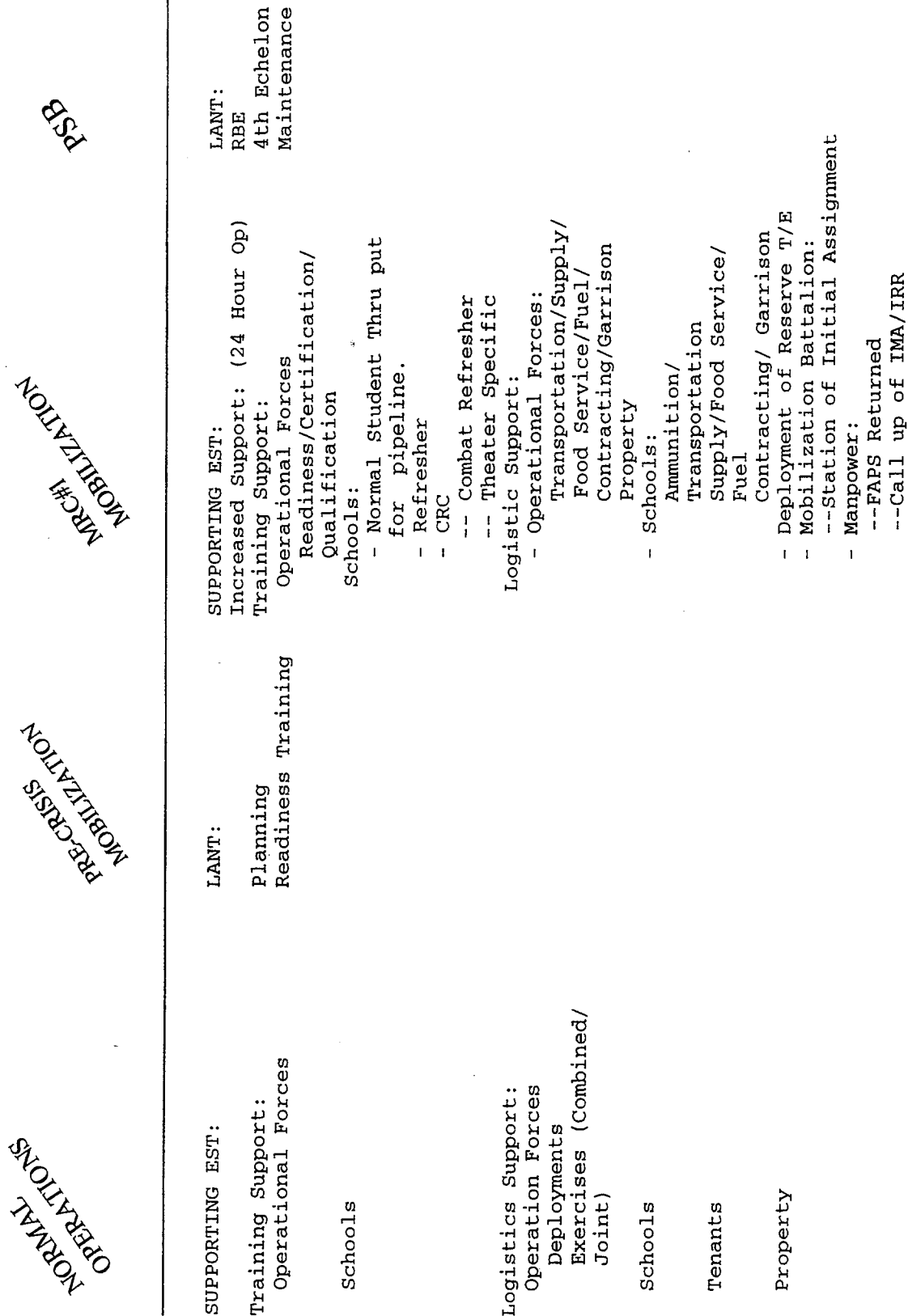


Figure 8-10.--Mobilization Timeline of Events

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

APPENDIX A

ACRONYMS/DEFINITIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
ACRONYMS.	A	A-3
DEFININTIONS	B	A-5

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

APPENDIX A

ACRONYMS/DEFINITIONS

A. ACRONYMS

ZOA	Additional Demand
AMC	Air Mobility Command
ATLASS	Asset Tracking for Logistics and Supply System
BPCD	Base Property Control Division
CC	Cost Code
CEL	Collateral Equipment Listing
CIL	Consolidated Inventory Listing
CMR	Consolidated Memorandum Receipt
CWR	Cold Weather Rations
DLA	Defense Logistics Agency
DOD	Department of Defense
DPM	Direct Procurement Method
DRMO	Defense Reutilization Marketing Office
DSSC	Direct Support Stock Control
GBL	Government Bill of Lading
HHG	Household Goods
ITGBL	International Through Government Bill of Lading

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

JFTR	Joint Federal Travel Regulations
LFT-5	International Headquarters Marine Corps Address Code for Programs and Budget Section, Traffic Management Branch
LUAF	Loaded Unit Allowance File
MAL	Mechanized Allowance List
MARFOR	Marine Forces
MARFORLANT	Marine Forces Atlantic
MCLB	Marine Corps Logistics Base
MILSTAMP	Military Standard Transportation and Movement
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MLSR	Missing, Lost, Stolen, Recovered
MOA	Modification of Allowance
MPS	Military Prepositioning Ships
MRIC	Memorandum Receipt Indicator Code
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
O&MMC	Operations and Maintenance Marine Corps
PCS	Permanent Change of Station
PE	Personal Effects
POR's	Packaged Operational Rations

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

RO	Responsible Officer
RUAF	Reported Unit Allowance File
SAAM	Special Assignment Airlift Mission
SIK	Subsistence-in-Kind
TAC	Transportation Account Code
TCMD	Transportation Control and Movement Document
TCN	Transportation Control Number
TMO	Traffic Management Officer

B. DEFINITIONS

ACCESSIBILITY (United States Only) - For transportation purposes, a school shall be considered accessible if it is within walking distance, or if the regular means of transportation and walking distance involves an elapsed travel time of 1 hour or less each way. (See also Walking Distance)

ACCOUNT NUMBER - A six position alphanumeric code which designates the RO's CMR account.

ACTIVITY ADDRESS CODE (AAC) - A six position alphanumeric code assigned to identify specific units, activities, or organizations authorized to ship or receive material, documentation, or billing. The first position of the code is the service code (M for Marine Corps units), the other five digits identify the specific unit. AAC codes for all units are provided in MCO P4420.4H.

ADMINISTRATIVE SUPPORT - Common support of installations and personnel using commercial design vehicles. All DoD sedans and most station wagons are included in the administrative support category. (See also Tactical and Nontactical Vehicle.)

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

COMMANDING OFFICER/OFFICER-IN-CHARGE - For the purpose of these instructions relative to garrison property operations, the term "Commanding Officer" refers to the commanding officer of a battalion or squadron level organization. The term "Officer-in-Charge" refers to the officer-in-charge of the Marine Corps Base Division or department below the general officer level, as appropriate.

COMMERCIAL DESIGN VEHICLE - A vehicle designed to meet civilian requirements and used without major modifications by DoD activities for routine transportation of supplies, personnel, or equipment.

CONSUMABLE SUPPLIES - Material which, after issued, is not chemically or physically altered with use and can not be economically reused for its original purpose and/or which is not normally returned for repair to a storage or industrial activity.

DEPENDENT SCHOOL CHILDREN (United States Only) - Those minor dependents of DoD personnel (and of members of other Federal Agencies when specifically indicated) attending primary or secondary schools, including kindergarten (or "pre-primary" or "junior primary", etc.) where this group or class is:

a. Conducted during the regular school year to provide educational experiences for the year immediately preceding the first grade.

b. Under control of the local public board of education or other legally constituted local school authority having administrative control and direction of free public education in a county, township, independent, or other school district within a State.

DoD DEPENDENT SCHOOLS (DoDDS) - Schools established by the Department of Defense in overseas areas to provide primary and secondary education for minor dependents of DoD sponsors.

DOMICILE - A place of residence, regardless of where located, excluding TDY residences.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

EMPLOYEE - An employee of an agency in either the competitive or excepted service or an enrollee of the Job Corps established by Section 102 of Title 42 U.S.C.

EXPENDABLE SUPPLIES - All consumable supplies and repair parts, regardless of price, and other items of supply not defined as nonexpendable property.

EXTENDED VALUE - The unit price multiplied by the quantity equals the extended value ($U/P \times Qty = \text{Extended Price}$).

GARRISON PROPERTY/EQUIPMENT - Those items of property/equipment intended for garrison use which are controlled by the Assistant Chief of Staff, Logistics (BPC) for budgetary purpose, e.g., barracks furniture and equipment, water coolers, fans, office machines, furniture and equipment and dining facility furniture. This category includes all items meeting the criteria of Class 3 and 4 Plant Account property. All MCB property in the hands of tenant commands is garrison property, and all property/equipment in the hands of MCB units not listed in the T/E or the CO's Allowance List is garrison property. Garrison property and equipment is accounted for under two different systems, depending on the original acquisition cost of the item involved. Garrison property items with a current unit cost of more than \$100,000 are accounted for as Plant Account items. Items with a current unit cost of \$100,000 or less are accounted for as Garrison Property.

GROUP TRANSPORTATION - A service generally limited to those situations where there is a need to move personnel from within or outside installations, and for which a fare is normally charged.

HANDICAPPED CHILDREN - Children who have been evaluated and classified by competent authority as being mentally retarded, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, other health impaired, deaf-blind, multiple handicapped, or having specific learning disabilities and who, because of those impairments, need special education and related services.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

IDENTIFICATION - The legend, "For Official Use Only," the name or title of the DoD Component by which the vehicle is used and the vehicle registration number.

IDENTIFICATION CARD - The United States Government Motor Vehicle Operator's Identification Card, OF 346, or an agency-issued identification card that names the types of motor vehicles the holder is authorized to operate.

INCIDENT OPERATOR - An employee, other than one occupying a position officially classified as a motor vehicle operator, who is required to operate a government-owned or leased motor vehicle to properly carry out his or her assigned duties.

INSTALLATION OR ACTIVITY - Real property owned or leased by the United States, and under the jurisdiction of one of the DoD Components, including family housing designed for rent for residential use by civilian or military personnel of the Army, Navy, Marine Corps, or Air Force, and constructed under the National Housing Act.

INVESTIGATION - An investigation is a procedure which affords the commanding officer a means of determining the facts relating to the loss, damage or destruction of Government property, and/or determining the responsibility, and extent of responsibility for the current condition of the property. Investigations will be conducted in accordance with the JAG Manual, the current edition of reference (d), and this Manual.

LODGING - Temporary sleeping place or quarters.

MAINTENANCE - All action taken to retain material in a serviceable condition or to restore it to serviceability. It includes inspection, testing, servicing, classification as to serviceability, repair, rebuilding, and reclamation.

MILITARY DESIGN VEHICLES - Motor vehicles (excluding general purpose commercial design) designed in accordance with military specifications to meet transportation requirements for the direct

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

support of combat or tactical operations, or for training of troops for such operations.

MOTOR VEHICLE - A vehicle designed and operated principally for highway transportation of property or passengers, but does not include a vehicle designed or used for military field training, combat, or tactical purposes.

NON-DoD SCHOOLS - Schools including dormitory facilities, other than DoD Dependent Schools, that provide suitable educational programs, usually on a tuition basis. The term includes resident facilities operated by approved non-DoD schools to provide room and board for eligible handicapped dependents when DoD Dependents Schools cannot provide an appropriate education.

NONEXPENDABLE SUPPLIES - Material which, after issue, is not chemically or physically altered with use to such an extent that would preclude economical reuse of its original purpose and/or which is normally returned to a storage or industrial activity for repair. Non-consumable supplies do not lose their identity in the process of work or in the rendering of services. Includes vehicles, machines, tools, furniture, instruments, etc. Garrison nonexpendable items have a unit cost of \$800 or greater (non-Serialized), or \$100 or greater for serialized assets.

NON-TACTICAL VEHICLE - A motor vehicle or trailer of commercial design acquired for administrative, direct mission, or operational support of military functions. All DoD sedans, station wagons, carryalls, vans, and buses are considered "nontactical."

a. Administrative Support. Commercial design vehicles used for common support of installations and personnel. All DoD sedans and most station wagons are included.

b. Direct Mission Support. Commercial design vehicles used by military activities directly supporting combat or tactical units, or for training of personnel for such activities.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

c. Operational Support. Commercial design vehicles in use by units conducting combat or tactical operations, or for training personnel for such operations.

OFFICIAL PURPOSES - Any application of a motor vehicle in support of authorized DoD functions, activities, or operations.

OPERATIONS - Those functions associated with the organization responsible for administering, planning, directing, and controlling the assignment and movement of transportation equipment and drivers in the transporting of personnel and cargo.

OPERATOR - An employee who is regularly required to operate DoD motor vehicles.

OPERATOR INSPECTION and SERVICE - Those maintenance inspections and functions performed by the operator, before, during, and after operation to ensure the vehicle is safe and serviceable.

PARENT - A legal guardian or other person standing in loco parentis.

PERMISSIBLE OPERATING DISTANCE (POD) - The maximum distance in a given direction to which an activity normally shall dispatch administrative use vehicles. A distance of 250 miles one way is considered the normal permissible operating distance.

PLANT ACCOUNT PROPERTY - CLASS 3 - Class 3 property includes all Marine Corps owned personal property of a capital nature with an estimated or actual initial acquisition cost of more than \$100,000. Equipment specifically excluded from reporting as Class 3 property as listed in the NavComptMan, Vol III, Chapter VI.

PLANT ACCOUNT PROPERTY - CLASS 4 - Class 4 property includes all equipment with an acquisition cost of more than \$100,000 in Federal Supply Group 34 used to cut, abrade, grind, shape, form, join, test, measure, heat, treat, or otherwise alter the physical, electrical, or chemical properties of materials, components, or end items used in manufacturing, maintenance,

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

supply, processing, assembly, or research and development operations. Class 4 property is under Defense General Supply Center (DGSC) cognizance. Equipment specifically excluded from reporting as Class 4 plant property is in the NavComptMan, Vol III, Chapter VI.

POOLING - A technique to ensure minimum assets are required to service the maximum number of requirements and to provide centralized control. Vehicles are rotated to get an even distribution of mileage on similar vehicle types at an installation.

PUBLIC TRANSPORTATION - Transportation that is or may be made available by a commercial firm or public utility on a regularly scheduled basis as a part of its public service and for which fares are collected.

REASONABLE DISTANCE - A term used in connection with providing transportation to private schools. As a guide, a distance of approximately 20 miles from the installation to the school is considered to be a reasonable distance.

REGULAR MEANS OF TRANSPORTATION - Includes regular public school transportation, regular private school transportation, regular inter- and/or intra-installation transportation, or any combination of such means of transportation. In the case of secondary school children, it also includes regular public transportation.

RESPONSIBLE OFFICER (RO) - The appointed individual who performs the garrison property control function within the using unit or activity. This function may be performed by an officer, staff non-commissioned officer, or civilian, as designated in writing by the CO/OIC.

SCHEDULED DoD BUS SERVICES - Scheduled bus services provided by DoD components, to include bus services contracted by DoD components.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

SCHEDULED INSPECTION AND SERVICE - Maintenance performed at established intervals with an inspection of systems in sufficient detail to determine the current and projected safety, reliability, and serviceability of the vehicle services performed. Normally, this is a part of maintenance cycle recommended by the manufacturer to minimize wear and maximize serviceable life.

SPECIAL PURPOSE VEHICLES - Vehicles used or designed for a specialized function.

STATE LICENSE - A valid driver's license that would be required for the operation of similar vehicles for other than official government business by the states, District of Columbia, Puerto Rico, or territory or possession of the United States in which the employee is domiciled or principally employed.

SUB-POOLS - An element of the central transportation motor pool that is required to be physically located in another area due to lack of space, mission, requirements, or geographic conditions of the installation.

TACTICAL VEHICLE - A motor vehicle designed to military specification or a commercial design motor vehicle modified to military specification to meet direct transportation support of combat or tactical operations, or for training of personnel for such operations. The USAF uses commercial design vehicles in tactical roles due to the on pavement environment of their flight lines.

UNITED STATES - The 50 States and the District of Columbia. For transportation of dependent school children, this definition is expanded to include the Commonwealth of Puerto Rico and the possessions of the United States including the Trust Territory of the Pacific Islands and Midway Island.

UNSCHEDULED MAINTENANCE SERVICE - Maintenance required between scheduled inspection and service intervals.

STANDING OPERATING PROCEDURES FOR BASE LOGISTICS

USING UNIT - As used in this Manual, the activity which maintains a garrison property account with Base Property Control, and has a Unit Property Officer assigned.

WALKING DISTANCE - In overseas areas, the walking distance is the distance between a student's primary residence and school or designated bus stop normally not to exceed 1 mile for students in kindergarten through grade 6, and 1 1/2 miles for students in grades 7 through 12. To the degree possible, these areas should be expanded and/or contracted to conform to natural boundaries such as a housing area, a neighborhood, etc. For the United States, walking distances shall be established by local school authorities.